



Academic Affairs Administrator Training

90 Minute Webex Sessions

October 17 – 21, 2022

Oct. 17 - 10:00 a.m.

Leadership Presentation

Presenter: *Dr. John Watford, President, South Georgia Tech*

Leadership Defined

Goal Setting

Strategic Planning

Relationship Building

Time Management

Oct. 18– 10:00 a.m.

Dealing with Student Issues Presentation

Facilitator – *Dr. Barbara West, Curriculum Specialist, TCSG*

Panel Presentation – *Michelle Strickland, VP, Oconee Fall Line*

Kim Ellis, Special Pops Coordinator, TCSG

Bobby Light, Student Experience Specialist,

TCSG

Handling Difficult Student Situations

Handling Disabilities/Accommodations

Oct. 19 – 10:00 a.m.

Financials Presentation

Presenter: *Rosemary Selby, VPA, Oconee Fall Line*

Budgets and Prioritization

Salary Calculations

Handling Cuts and Shortfalls

Managing Grant Expenditures

Oct. 20 – 10:00 a.m.

Human Resources Top 10 Presentation

Presenter: *Courtney Ware, HR Director, TCSG*

Hiring Best Practices

Instructor Counseling and Development

Positive Discipline Processes

ACA Regulations

Oct. 21 – 10:00 a.m.

TCSG System Office Overview Presentation

Facilitators: *Oenia Odums – Curriculum Specialist, TCSG*

TCSG Divisions and Functions

Services for College Staff

Joseph Echols, Secondary Education Initiatives

Director, TCSG

Richard Young, Research Director, TCSG

Kimberly Ellis, Special Pops Coordinator, TCSG

Janelle Cornwall, Attorney, TCSG